

BEAVERTON POLICE DEPARTMENT

GENERAL ORDER

NUMBER: 5.08.00
SUBJECT: ACCESS TO POLICE ADDRESS ROSTER
EFFECTIVE: MARCH 21, 2003
REVIEW: MARCH 2005

1. PURPOSE. In an effort to ensure the safety and security of department personnel, documents containing personal information, specifically residential addresses, will be secured and controlled in their distribution.
2. POLICY. It is the policy of this agency that department members' home addresses will only be distributed to sergeants, lieutenants, captains, the Chief of Police or the Chief's designee. No additional copies shall be made or distributed. These rosters shall be kept in locked files, only accessed by the above listed individuals. Home address information shall not be shared with non-authorized personnel. All inquiries related to home address information of former police department employees are to be forwarded to a captain. When updated rosters are created, it is the responsibility of the above listed department personnel to destroy their copy of the obsolete roster. Home telephone numbers will still be available to all department employees.

Chief of Police

Date